

# Berkeley Lab Computer Telecommuting Work Station Evaluation Form

Name \_\_\_\_\_ Employee No. \_\_\_\_\_ Job Title \_\_\_\_\_ Date \_\_\_\_\_  
 Mail Stop \_\_\_\_\_ Ext. \_\_\_\_\_ Location \_\_\_\_\_ Division (org code) \_\_\_\_\_ Matrixed to \_\_\_\_\_  
 Check one: ☐ LBNL ☐ Contract Worker ☐ Visitor ☐ Student  
 Supervisor \_\_\_\_\_ Ext. \_\_\_\_\_ Mail Stop \_\_\_\_\_ Evaluator \_\_\_\_\_ Ext. \_\_\_\_\_ Mail Stop \_\_\_\_\_

Telecommuting Location/Address:

Job Function (%): Computer \_\_\_\_\_ % Reading/Writing \_\_\_\_\_ % Phone \_\_\_\_\_ % Filing \_\_\_\_\_ % Lifting \_\_\_\_\_ % Calculator \_\_\_\_\_ % Other \_\_\_\_\_  
 Computer Work Duration (daily) ☐ 1-2 hrs ☐ 2-3 hrs ☐ 3-4 hrs ☐ 4-5 hrs ☐ 5-6 hrs ☐ 6-8 hrs ☐ varies  
 Work Station: ☐ Single User ☐ Multiple User Check if employee wears: ☐ bifocals ☐ trifocals ☐ VDT glasses  
 Discomfort/Pain \_\_\_\_\_ Duration \_\_\_\_\_ Severity \_\_\_\_\_ Training Taken: ☐ EHS 060 ☐ EHS 061 ☐ Other \_\_\_\_\_

	Sat	NI	AM	NA	Corrective Actions/Adjustments Made	Recommended Equipment/Accessories (Indicate Make/Model –use LBNL Ergo Catalog)
<b>Chair</b> Chair has adjustable padded arm rests Chair is adjustable and provides proper lower back support Chair height appropriate Thighs are parallel to the floor Employee's feet are flat on the floor/or supported by footrest	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Adjust chair <input type="checkbox"/> Adjust foot rest <input type="checkbox"/> Use of LBNL Chair Loaner Program <input type="checkbox"/> Other	<input type="checkbox"/> Ergonomic Chair <input type="checkbox"/> Accessory (e.g., armrest, head or back support) <input type="checkbox"/> Foot rest <input type="checkbox"/> Other
<b>Work surface</b> Work space is properly laid out (monitor, mouse, document holder, phone, writing surface) Work surface at proper height Adequate space under the work surface for legs, knees, thighs, feet and equipment/accessories	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Relocate materials under work surface <input type="checkbox"/> Rearrange work area layout <input type="checkbox"/> Adjust work surface height <input type="checkbox"/> Pad work surface edge <input type="checkbox"/> Other	<input type="checkbox"/> Ergonomic Computer Table/Desk <input type="checkbox"/> Redesign work area (Facilities) <input type="checkbox"/> Redesign work area (Steelcase) <input type="checkbox"/> Other
<b>Monitor</b> The top of the VDT display screen is at or slightly below eye level Monitor is located directly in front of and at least 18-24" from worker	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Adjust monitor vertical height <input type="checkbox"/> Adjust monitor viewing angle <input type="checkbox"/> Adjust monitor horizontal distance	<input type="checkbox"/> Monitor riser arm or stackers <input type="checkbox"/> Other
<b>Keyboard/Wrist Rest/Pointing device</b> The keyboard location forearms to be parallel to the floor The wrists are straight, in line with the forearm The wrist rest is used properly Forearms parallel to floor when using pointing devices Wrists in neutral position when using pointing devices	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Adjust tilt of keyboard <input type="checkbox"/> Adjust height <input type="checkbox"/> Adjust distance <input type="checkbox"/> Alternate hands (pointing device) <input type="checkbox"/> Other	<input type="checkbox"/> Alternative Keyboard <input type="checkbox"/> Keyboard Platform <input type="checkbox"/> Articulating arm <input type="checkbox"/> Alternative Pointing Device <input type="checkbox"/> Mouse Platform/Bridge <input type="checkbox"/> Wrist Rest <input type="checkbox"/> Other
<b>Document Holder</b> Document holder used properly	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Adjust position <input type="checkbox"/> Other	<input type="checkbox"/> Document holder <input type="checkbox"/> Slant Board <input type="checkbox"/> Other
<b>Lighting</b> Monitor is positioned to avoid glare Lighting is adequate	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Adjust monitor position <input type="checkbox"/> Move work station <input type="checkbox"/> Adjust window blinds <input type="checkbox"/> Other	<input type="checkbox"/> Glare screen <input type="checkbox"/> Task light <input type="checkbox"/> Reduce Illumination <input type="checkbox"/> Other
<b>Vision</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Eye exercises <input type="checkbox"/> Monitor Refresh Rate Set Correctly <input type="checkbox"/> Other	<input type="checkbox"/> Eye examination (for glasses) <input type="checkbox"/> Prescription glasses for computer work
<b>Telephone Usage</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Reposition telephone <input type="checkbox"/> Switch hands <input type="checkbox"/> Use speaker phone <input type="checkbox"/> Other	<input type="checkbox"/> Head Set <input type="checkbox"/> Speaker phone <input type="checkbox"/> Shoulder rest
<b>Work Habits</b> Takes tasks breaks on regular basis Stretching Posture	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Task breaks <input type="checkbox"/> Stretching <input type="checkbox"/> Adjust body position <input type="checkbox"/> Other	<input type="checkbox"/> Task break (notification software) <input type="checkbox"/> See boxes above <input type="checkbox"/> Awareness training/video/Ergo CD <input type="checkbox"/> Other

Sat = Satisfactory; NI = Needs Improvement; AM = Adjustment Made; NA = Not Applicable

Date Submitted to Supervisor \_\_\_\_\_

Close out Date \_\_\_\_\_

Return to: J. Chung, EH&S Safety, Mailstop 90K